

23 August 1976

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MEMORANDUM FOR:

Chief, Information Systems and Analysis  
Staff

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FROM : [REDACTED]  
Assistant for Information  
SUBJECT : Weekly Reporting of Manpower Statistics

1. Attached for your information is a copy of a memorandum received from Chief, IPS. In order that we may consolidate the requested data for the DDA, it is requested that your manpower statistics be telephoned to [REDACTED] on [REDACTED] prior to 1400 hours each Thursday.

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2. Your particular attention is called to [REDACTED] second paragraph. There have been numerous indications that offices may be falling into the habit of submitting either unduly approximate or "the same as last week" statistics. You are reminded that the statistics collected regarding our commitment to FOIA and Privacy become the basis for reports to both the executive and legislative branches of Government and also are used by senior Agency officials in discussions concerning the impact of these laws on our resources. It is in the best interest of us all that the statistics be as accurate as is feasible.

Attachment: a/s

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MEMORANDUM FOR: DCI/FIO  
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DDS&T/FIO  
DDI/FIO  
DDO/PIC

FROM : [REDACTED]  
Chief, Information and Privacy Staff

SUBJECT : Weekly Reporting of Manpower Statistics

1. Beginning this week, our weekly report will be receiving distribution to the DCI and the DDCI. Because of past delays and in order to meet this requirement, we ask you to provide your manpower statistics to us no later than 1600 hours Thursdays.

2. Since we did not notice a drop in the manpower statistics as a result of the vacation period, there is serious question as to whether the figures are reliable. Therefore, we would appreciate as accurate a count as you can provide.

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